

Afolabi Olubukola Precious

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Address: Ikorodu, Lagos State

Professional Summary

Results-driven Customer Service Representative with experience in customer support, administrative assistance, and client communication. Proven ability to handle inquiries, resolve complaints, and maintain high customer satisfaction.

Core Competencies

Customer Support (Email, Chat, Phone)

Complaint Resolution

Customer Retention & Satisfaction

Data Entry & Documentation

Order Processing & Tracking

Time Management & Multitasking

Microsoft Office, Outlook, Google Workspace

Professional Experience

Warehouse Assistant – Provider Farm and Poultry Equipment Solutions (Dec 2025 – Present)

- Assisted with order processing and fulfillment
- Maintained inventory and transaction records
- Supported smooth operations to enhance customer experience

Personal Assistant – Shinaayomi Fashion Wear (Dec 2023 – June 2025)

- Responded to customer inquiries and ensured timely resolution
- Managed customer records and communication
- Handled order coordination and follow-ups

SIWES Intern – Bugon Farm (May 2023 – Oct 2023)

- Supported operations and maintained records

- Assisted in monitoring daily activities

Education

Olusegun Agagu University of Science and Technology
Bachelor of Agriculture (Animal Production and Health) – **2024**

References

Abike Adunola

Shinaayomi fashion wear

Manager

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